



## ANTI-BULLYING POLICY

### 1. Introduction

- 1.1 This policy was drawn up in consultation with St. Hugh's School Council, as well as parents and staff at St Hugh's School. It was updated by the school council in September 2024.
- 1.2 **This policy is for all children at St Hugh's School, including those who board and those in the EYFS (Early Years Foundation Stage).**

### 2. The Law

- 2.1 It is important for us to understand how this policy fits in with what the school has to do by law.
- 2.2 This law says that the school needs to make sure that it has an anti-bullying strategy that works and can be used easily. [The Education \(Independent School Standards\) Regulations 2014](#)
- 2.3 Our policy has been updated to show the latest government guidance for schools [Bullying at school: The law - GOV.UK](#) and [Preventing bullying - GOV.UK](#) and [Cyberbullying: Advice for headteachers and school staff - GOV.UK](#).
- 2.4 Mrs Wallis got information and ideas from the [Anti-Bullying Alliance](#) when updating this policy.

### 3. [Bullying at school: Bullying - a definition - GOV.UK](#)

- 3.1 There is no legal definition of bullying. However, it's usually defined as behaviour that is:
  - a. Repeated.
  - b. Intended to hurt someone either physically or emotionally.
  - c. Often aimed at certain groups, for example because of disability, race, religion, gender or sexual orientation. This is discrimination. Schools must follow [anti-discrimination law](#). This means staff must act to prevent discrimination, harassment and victimisation within the school.
- 3.2 Bullying takes many forms and can include:
  - a. Physical assault.

- b. Teasing.
- c. Making threats.
- d. Name calling.
- e. Cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger).

3.3 All schools must have their own policy to stop bullying!

3.4 Bullying is not a criminal offence but some forms of bullying are illegal and should be [reported to the police](#). These include:

- a. Violence or assault.
- b. Theft.
- c. Repeated harassment or intimidation, for example name calling, threats and abusive phone calls, emails or text messages.
- d. Hate crimes.
- e. Call 999 if you or someone else is in immediate danger.

3.5 **Safeguarding** - This means that it is the school's duty to protect children. In an incident of bullying behaviour is considered to be a safeguarding incident this is recorded on ISAMS as Safeguarding and followed up as such.

3.6 If you think that a child is suffering, or is likely to suffer, significant harm then a bullying incident should be seen as a child protection concern under the Children Act 1989. Mrs Wallis is our Designated Safeguarding Lead. Any concerns should be reported so that she can follow the procedures laid out in [Keeping children safe in education - GOV.UK](#). The school also follows the guidance [Working together to safeguard children - GOV.UK](#)

3.7 Anyone can report a concern to Mrs Wallis or the Deputy Designated Safeguarding Lead - Mr Wyld. All staff at St Hugh's School are trained to support child protection and safeguarding.

3.8 [Share your worry with a responsible adult. TELL.](#)

## 4. Prevent Bullying

4.1 **The Pupil Promise:** We will try our best to be:

- a. Respectful
- b. Honest
- c. Kind
- d. Helpful

e. Responsible

- 4.2 We believe that if we follow the Pupil Promise we can prevent bullying from happening in the first place.
- 4.3 The more we learn about ourselves and the world around us the more we can prevent bullying. One example of this is our PSHE scheme: Jigsaw. We use the Jigsaw Scheme to learn about ourselves, our differences, our bodies and our emotions.
- 4.4 We also use Big Talk to help us to understand our bodies better and to understand how to keep ourselves safe. Big Talk also helps us to understand relationships and how to behave towards other people.
- 4.5 In assemblies we learn about bias, racism and discrimination. Please look at our Anti-Racism Policy for further help and information. We also discuss topics such as Mental Health, Wellbeing, Respect, Remembrance and our School Learning Dispositions.
- 4.6 Our School Learning Dispositions are Challenge, Perseverance, Team Player, Reflective, Curious, Creative and Independent.
- 4.7 We believe that by encouraging these dispositions we are gaining life skills such as understanding other people's feelings, recognising different people's abilities and building our own resilience.
- 4.8 Our School Captains and Vice Captains are given a role as extra eyes and ears around school to spot potential bullying behaviour and they are identified as pupils who are there to listen.
- 4.9 We also have a school Independent Listener, Mrs Julie Turbin, she used to teach here and comes into school to see the boarders and have a chance to talk to us.
- 4.10 We use a scheme called "Peer Mentoring" for Year 6. This empowers them to help other pupils report and resolve problems including bullying.
- 4.11 **Advice for staff:** As a member of staff at St Hugh's School there is a lot you can do to help prevent bullying:
- a. Supervise carefully.
  - b. Help pupils to become more assertive.
  - c. Be an effective role model.
- 4.12 **Supervise us carefully:** When you are in school you are on duty and you are fully responsible for supervising us. We learnt that to supervise means "to keep watch over (someone) in the interest of their or others' security". You need to be aware and notice children's behaviour and walk around – bullying is more likely to happen in unsupervised places where you don't go. Record anything that happens on iSAMS, you may spot a pattern. We feel happier if it is recorded and reported so we know that nothing goes unnoticed.

4.13 As you supervise, ask yourself if there are:

- a. Pupils who are alone.
- b. Pupils who seem to be at the centre of a group of others.
- c. Pupils who seem upset or distressed.

4.14 Also listen to how the pupils interact with each other.

- a. Are they respectful to one another?
- b. Are they teasing in a way that may be hurtful?
- c. Are there physical games that pupils may have been coerced into joining?

4.15 **Help us to be more assertive:** Help us to be more confident and assertive. Teach us to stand up for ourselves. Strong, confident people are less likely to be bullied and even less likely to put up with someone who is a bully. We need to know what to say and how not to be aggressive but be assertive when we are dealing with bullying behaviour. You can teach us and encourage us and praise us when we do that.

4.16 **Be an effective role model:** The way you speak to us and the way you talk about other people in school should show all the aspects of the Pupil Promise. If you can be kind and helpful, so will we. If you show respect and responsibility then we will know how to do that too. We like it when people are honest with us. Make sure you tell others about what you have seen and heard in school, you can tell Mrs Wallis or share it in the meetings you have. Sharing is caring.

## 5. Identify Bullying

5.1 What can bullying look like?

### a. Physical

- i. Pushing/shoving
- ii. Hitting or other means of inflicting physical pain
- iii. Barging
- iv. Queue jumping
- v. Stealing
- vi. Hiding possessions

### b. Verbal

- i. Name calling
- ii. Unwanted nicknames
- iii. Sarcasm
- iv. Belittling
- v. Teasing/negative joking
- vi. Rumours
- vii. Whispering

- viii. Homophobic comments
- ix. Racist remarks

c. **Emotional**

- i. Intimidation
- ii. Exclusion
- iii. Threats
- iv. Interfering with learning
- v. Negative body language
- vi. Being deliberately irritating
- vii. Being a bystander to bullying
- viii. Homophobic actions
- ix. Racist actions

- 5.2 If we see something we think is bullying we can report it to a responsible adult. Sometimes this adult may be a parent so we want to give them some advice too.
- 5.3 **Advice for parents:** “Our school will not tolerate any unkind or cruel actions or remarks. Any repeated behaviour that makes other pupils feel uncomfortable or threatened can be described as bullying. This may take the form of physical or emotional violence by an individual or group against another.”
- 5.4 If we come home and tell you we have been bullied please don't show that you are hurt or surprised, stay calm and please just listen to us. Take time to listen to what has happened, you may even want to write it down. Don't tell us you will deal with it, try and get us to speak to our form tutor. If we have seen something happening to someone else please reassure us and encourage us to tell our form tutor. Remind us that we are not telling tales, we are taking responsibility! Reassure us that staff at school are there to help and something can be done. You can contact the school yourself as well. Explain that you have encouraged us to talk to our form tutor, but that you would like to know if that has happened. Your concern, like ours, is taken very seriously and school will respond to you and follow up with what happened. Just like they do with us.
- 5.5 **A reminder to everyone who reads our policy! Be careful because teasing and banter can hurt! It isn't bullying if you didn't mean to hurt someone but if you cross that line and offend or hurt someone you may be accused of bullying. Are you being kind? Being rude and mean is not acceptable behaviour and even if you show remorse or regret you may be accused of bullying someone so make the right choice!**
- 5.6 **Bullying in a group:** Sometimes bullying happens in a group, by a group or towards a group. Mrs Wallis said that is because bullying has a 'social context'. This means that different people have a different role to play. We learnt about the roles of:
- a. Victim
  - b. Participant/bully

- c. Reinforcer
- d. Defender
- e. Outsider/Bystander

5.7 **Cyberbullying:** Some of us have mobile phones, some have games consoles or access to the internet through computers and laptops. If we do then we might experience cyberbullying. This can be:

- a. Threats
- b. Insults
- c. Racism
- d. Homophobia
- e. Sending and receiving unwanted images
- f. Social media
- g. Virus
- h. Unwanted email

5.8 At school we don't use our own electronic devices and the time we spend on the internet is carefully filtered and monitored to make sure it is safe, fun and educational.

5.9 School teaches us about online safety, and we follow SMART online rules - Safe, Meeting, Acceptable, Reliable, **Tell**.

5.10 **TELL.** "The relationship of trust built up between adults and pupils at school is important in providing opportunities for those being bullied to approach someone to tell, but it may be necessary to work with the victim to help them understand that they do not have to face the bullying on their own."

- a. Whoever you decide to tell you need to know that you have done nothing wrong!
- b. You also need to know that this person needs to share what happened with your parents.
- c. You are not in trouble.
- d. But you might need to talk about it or feel upset at home, so your parents need to know.
- e. Remember this will go on iSAMS so that the Deputy Head - Pastoral can work with the Headmaster to decide what needs to happen.
- f. At St Hugh's School we take incidents of bullying very seriously and we can help!
- g. Thank you for trusting us and we will talk to you about what is going to happen next.

## 6. Stop Bullying

- 6.1 We know that bullying can still happen, even if we try to PREVENT it. Even when we can IDENTIFY it we now need to STOP bullying.
- 6.2 When an incident of bullying is reported, we (Stakeholders) must always act immediately:
- a. Treat all instances seriously.
  - b. Isolate the victim and the alleged bully/bullies.
  - c. Reassure the victim.
  - d. Talk to witnesses, try to collect full facts and not jump to premature conclusions.
  - e. Get a report from both sides in an objective, helpful manner, without appearing to take sides.
  - f. Deal with the situation on the spot, if at all possible, discussing the implications with all parties (including any disciplinary action).
  - g. Ensure that any property taken from the victim is restored to them.
  - h. Make a written record of all the details of the incident.
  - i. Report all instances to the Form Tutor in the first instance, who will inform the Head of Section (Upper, Middle Lower or EYFS) and the Deputy Head - Pastoral.
  - j. Record the incident on iSAMS.
- 6.3 **Sanctions:** Mrs Wallis explained that at some time in our lives many of us will behave towards another person in a way that could be called bullying, maybe not now, maybe when we are older. Even when we are adults. We have learnt about what it means when someone is rude or mean and how that is different to bullying, but still unacceptable.
- 6.4 At St Hugh's School we do not think that it is helpful to brand someone as a bully. They will need our help and support too.
- 6.5 The person needs to understand that there is a problem, and that their behaviour is hurtful and unkind. They have broken the Pupil Promise and need to understand that this is not OK. If it is something quite small then an apology may be enough and a new promise not to do it again.
- 6.6 If it is something more serious then we have sanctions as part of our Positive Behaviour Policy. This includes report cards, detentions, internal and external exclusion, and even possibly leaving the school.
- 6.7 These sanctions are understood by all Stakeholders in our school and if the bullying continues then these sanctions continue to get more serious. Staff can also restrict the person's movements around school during free time if this is seen as necessary.

6.8 Support is available from their form tutor and the Deputy Head - Pastoral to help them understand what they did and try to help them make better choices in future. Parents will be informed from the start.

## 7. Complaints Procedure

7.1 It is strongly advised that parents seek the support of school when dealing with incidents of bullying. It is also advised that parents do not confront a child directly, in order to ensure that all children are protected, including those accused. Once again please follow our policy and procedures, use our expertise and experience, and if you feel that any concerns about bullying (or anything else) are not being addressed properly please use the Complaints Procedure published on our website.

## 8. Monitoring And Review

8.1 The School will record all incidents of reported bullying in accordance with this policy.

8.2 The Headmaster and Deputy Head -Pastoral will review all incidents of reported bullying

8.3 This policy is reviewed and updated at least annually, by the Deputy Head - Pastoral, Mrs Natalie Wallis.

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